UNITED
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Secretariat

ST/IC/1997/58
11 September 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1997

Introduction

1. The observance of Staff Day on Friday, 12 September 1997, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity not only to relax and enjoy themselves, but also to reaffirm the esteem we hold for one another and the work we perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned and it is hoped that staff members at all levels will join in the spirit of this endeavour. The Secretary-General and the President of the Staff Union will address the staff.

Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the Day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and to devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

Schedule of activities during the Day

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3. The following is a complete schedule of events:

10 a.m. Grand Lawn, Public Plaza of the General Assembly Building

Parade and Performance by the United States Military Academy at West Point "*Hellcats*" and the Morris Knolls High School "*Golden Eagles*" Marching Band and Color Guard

Flag Raising Memorial Ceremony, honouring civilian and military personnel

United Nations Security Honour Guard

Opening statements by:

Ambassador Joseph Verner Reed, President of the Staff-Management Coordination Committee

Mr. Joseph Connor, Department of Administration and Management, Under-Secretary-General

Mrs. Rosemarie Waters-Pugh, President, United Nations Staff Union

Masters of Ceremonies: Mr. Fernando Astete and Mr. Bertram Goddard

11 a.m. Secretariat Building, Staff Lounge

Mini International Food Bazaar, sponsored by the Aux Antilles Club

11 a.m. General Assembly Hall

Parade of Nations, featuring staff members in their national attire from countries all over the world

Musical Performances by Ghada Ghanem and Tony Paterniti

Statements by the Secretary-General of the United Nations, Mr. Kofi Annan, and the President of the United Nations Staff Union, Mrs. Rosemarie Waters-Pugh

12 noon General Assembly Public Plaza

In Young Sohn Dance Company. Showcase of authentic Korean folk dances

12 noon-4 p.m. Ex-press Bar

United Nations Chess Club Tournament

1 p.m. General Assembly Public Plaza

Basketball Exhibition. Tournament and Free-Throw Contest

Officials: Robert Johnson and Ivan Marrero

1.30 p.m. General Assembly Hall

Tokyo Pops Orchestra. Performance by the premiere pops orchestra debuting in America

3 p.m. Staff Lounge

Table Tennis Exhibition, sponsored by the Table Tennis Club

3 p.m. North Lawn Lounge

United Nations Domino Club Tournament

3.30 p.m. General Assembly Hall

Staff Talent Show. Showcase of the world's best and brightest talent

4.30 p.m. General Assembly Hall

Fashion Show. Designs by IMEKA of New York, featuring elegant dress from one of Japan's top designers

7-12 midnight Staff Day Ball

Viennese Cafe

Jazz Concert, featuring the Freddie Hubbard Quintet

General Assembly Public Lobby and Concourse

Featuring the **Tabou Combo, Thursday's Club, Entertainment and Sounds Unlimited - DJs extraordinaire, DJ Mandussa** and the **Machito Orquestra**

11.30 p.m. General Assembly Public Lobby

Raffle Drawing, featuring a fully equipped 1997 Hyundai Accent, four-door model, AM/FM cassette stereo and air-conditioning

4. Admission to all the above events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Retired staff members are invited to participate.

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Secretariat

ST/IC/1997/59
18 September 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in August 1997.

* Expiration date of the present circular: 31 December 1997.

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Annex

PLACEMENT AND PROMOTION

1-31 August 1997

Name	Gender	Releasing dept/office	Receiving dept/office	Post level	Post number
PLACEMENT					
Isler, Gerardo	M	DGAACS	ECLAC	P-3	UNF-26710-E-P3-002
Titov, Alexandre	M	DAM/OCSS	UNOV	P-5	UNK-41726-E-P5-001
PROMOTION					
Beswick, Janett	F	DGAACS	DGAACS	P-3	UNA-41801-E-P3-002
Jonasson, Gylfi	M	DAM/OPPBA	UNJSPF	P-3	PFA-01001-E-P3-015
Kiniger-Passigli, Donato	M	DHA/GENEVA	DHA/GENEVA	P-3	DDB-40251-T-P3-001
Lee, Wai Sing Eddie	M	DAM/OHRM	UNJSPF	P-3	PFA-01001-E-P3-007
Najera-Struve, Jorge	M	ECE	ECE	P-3	UNC-25210-E-P3-001
Rose, Susan	F	ESCAP	ESCAP	P-3	UNE-24790-E-P3-001
Tangonan, Zelda	F	UNJSPF	DAM/OPPBA	P-3	PFA-01009-E-P3-004
Teter, Andrea Jeanne	F	UNOV	UNOV	P-3	UNK-41721-E-P3-001
Buitelaar, Rudolf	M	ECLAC	ECLAC	P-4	UNG-26240-E-P4-002
Chang, Concepcion	F	UNJSPF	UNJSPF	P-4	PFA-01001-E-P4-005
Deturris, Frank	M	UNJSPF	UNJSPF	P-4	PFA-01001-E-P4-011
Moguillansky, Graciela	F	ECLAC	ECLAC	P-4	UNF-26530-E-P4-004
Thonnart, Jean-Pierre	M	UNOG	UNOG	P-4	UNB-41724-E-P4-006
Waitman, Lorraine	F	DPI	DPI	P-4	UNA-31782-E-P4-005
Tesha, Daria	F	ECA	ECA	P-5	UNH-23800-E-P5-003
McCann, Michael	M	DAM/OCSS	DAM/OCSS	D-1	UNA-41874-E-D1-001
Lindenmayer, Elisabeth	F	EOSG	EOSG	D-2	QSA-01112-T-D2-001

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Secretariat

ST/IC/1997/60
18 September 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. The list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in August 1997.

* Expiration date of the present circular: 31 December 1997.

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Annex

PLACEMENT AND PROMOTION

1-31 August 1997

	Name	Gender	Releasing dept/office	Receiving dept/office	Post level	Post number
PLACEMENT						
	Ospina, Oswaldo*	M	ICSC	DESA	G-6	UNA-44245-E-OL-009
	Vincent, Vertulie*	F	EOSG	DESA	G-6	UNA-43533-E-OL-008
PROMOTION						
	Bravo-Somma, Carmen	F	DESA	DESA	G-5	UNA-44480-E-OL-001
	Ortiz, Bertha Mae	F	DPA	DPA	G-5	UNA-37124-E-OL-008
	Villena-Tanedo, Nena	F	OLA	OLA	G-5	UNA-38194-E-OL-002
	Warner, Edith	F	DESA	DESA	G-6	UNA-44540-E-OL-019
	Fung, Yonnor	F	UNJSPF	UNJSPF	G-7	PFA-01001-E-PL-704

* The Secretary-General approved the placement of the staff member at his/her current level against the G-6 post. The promotion of the staff member against the post will be effected when the staff member has reached the required minimum seniority in grade.

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ST/IC/1997/61
18 September 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: IMPLEMENTATION OF A NEW DESKTOP OPERATING SYSTEM ON PERSONAL COMPUTERS AT UNITED NATIONS HEADQUARTERS

1. The present information circular is to inform all staff at headquarters that a new desktop operating system, Windows 95, will be the standard operating system for all personal computers. A project to upgrade all personal computers, which began in 1997 with the replacement of all 386 computers, will resume in October and is expected to be completed by mid-1998. A schedule for implementation in each office will be prepared by the Information Technology Services Division in collaboration with a technical focal point for each area.

2. Some older personal computers cannot run Windows 95. Those machines will be replaced under the 1997 equipment replacement programme prior to the Windows 95 upgrade for each area. Local area network administrators are coordinating with the Division in the deployment of replacement computers.

3. Although text-based applications presently running under DOS may operate successfully in a Windows 95 environment, it is recommended that all DOS applications be phased out and replaced with Windows versions. Once an office has been upgraded to Windows 95, assistance with the earlier operating systems (DOS and/or Windows 3.1) will no longer be provided by the Division.

4. Any queries concerning the information given in the present circular should be addressed to your local technical focal point or by e-mail to Windows 95 project coordinator, ITSD.

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* Expiration date of the present circular: 31 December 1998.

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